



IT'S A FACT

YOU SHOULD KNOW THE BASICS ABOUT COMPUTER MICE AND TRACKBALLS

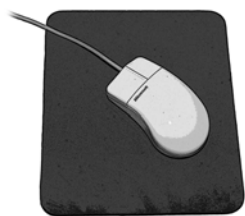
Choose your input device. The mouse and trackball are the most popular input device besides the keyboard. Knowing general information on these devices can aid in your quest for safe computing.

General Placement Guidelines for Input Devices

Consider the following:

- The device should be placed close to the keyboard, preferably along side the keyboard and the same distance away from the user as the keyboard.
- The desk or keyboard tray surface should be wide enough to accommodate both the keyboard and mouse or a mouse pad for the mouse. If not, consider purchasing a mouse tray.
- The input device should not interfere with the armrest on the chair.
- If a keyboard tray is used, be sure to account for thigh and lower leg clearance in height and width.
- The input device should accommodate both right and left hand dominant users.

Mouse



The mouse is designed to fit the contours of your hand. A keyboard is used with a mouse, so you should position the mouse as close to your body as the keyboard is, and within easy reach. The mouse and keyboard should be housed together on an adjustable work surface, on a large adjustable tray, or on separate adjustable trays. The work surface must be stable; if the mouse is used on a keyboard tray, the tray should not wobble or tip. Also, when a keyboard and mouse are placed on the same tray, an angled tray works best for keyboarding, but a mouse is used most effectively on a flat surface.

- Optical mice are preferred as their design eliminates the need for periodic cleaning that the rollerball mice require.
- Mice come in different sizes and left or right handed to best suit your hand.
- Wireless and optical mice can also give you more versatility in where/how you use your mouse.
- A mouse pad that allows for easy movement of the mouse should be used.

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Trackball

The trackball—sometimes called an upside-down mouse—has an exposed ball that you manipulate with your fingers. The trackball uses different muscle and tendon groups and can add variety to your input tasks. Avoid trackballs that use the thumb to roll the ball—they may cause discomfort and possible injury to the area around your thumb.

Unlike a mouse, you don't have to use a trackball on a mouse pad; like a mouse, it is best positioned close to your body and possibly at an angle.

It is a good idea to alternate fingers and even your palm while using a trackball. The trackball should be sized for your hand.

